



Cash Receipts and Deposits

Chapter 3: Print Deposit Slips



Customer Invoice Processing

Chapter 3: Print Deposit Slips – Transaction ZBCJ

Topic

- 3-1 Print Deposit Slips
- 3-2 Exclude Cash Funds from Treasury Deposit Slips
 - 3-2-1 Deleting a Fund Exclusion

Chapter 3

Cash Receipts And Deposits

Print Deposit Slips – Transaction ZBCJ

Transaction ZBCJ is used to print a deposit slip form for Treasury deposits. Steps to create a deposit slip are included in this Chapter.

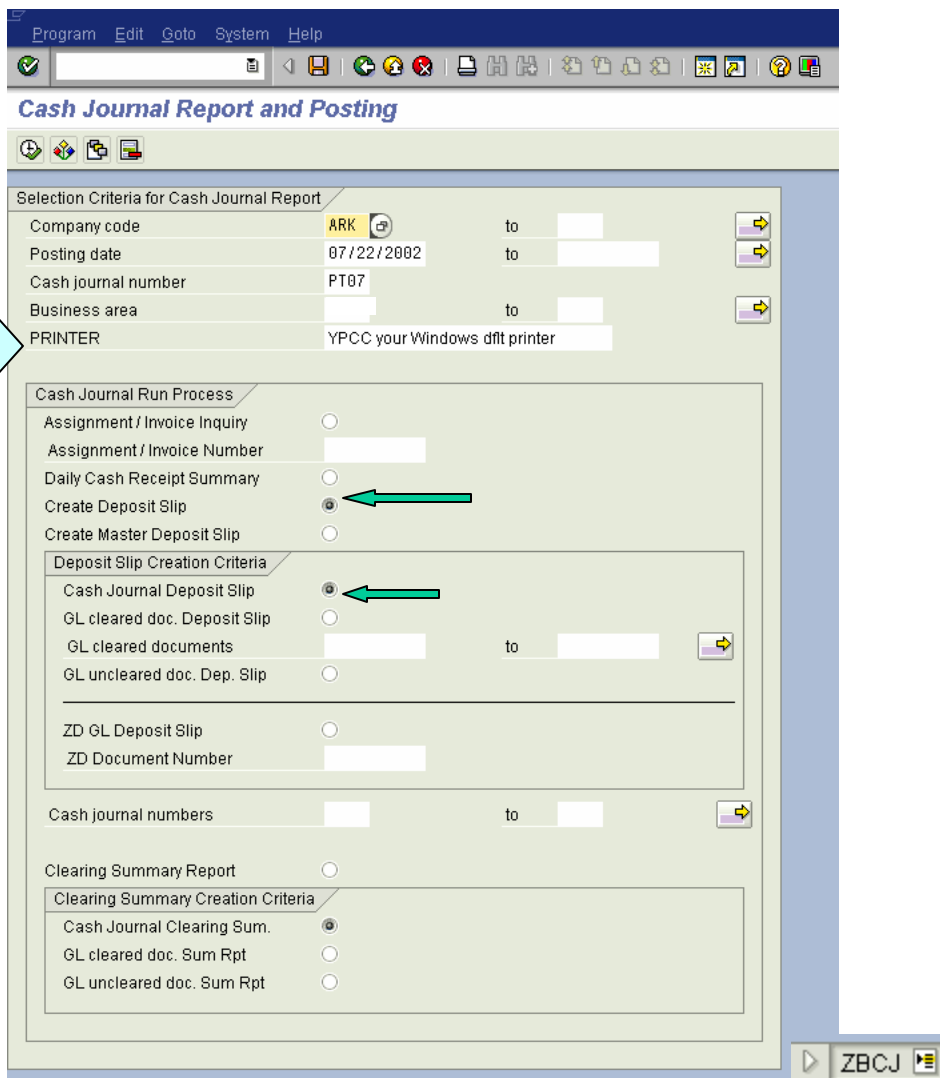
Topic 2 of this Chapter will describe how to exclude cash funds from the Treasury deposit slip.

Printing of deposit slips in ZBCJ will trigger posting Special Revenue to ASA0000. Caution must be taken when re-printing deposit slips not to make duplicate special revenue posting.

Topic 3-1

Print Deposit Slip Transaction ZBCJ

Enter your
system printer



Program Edit Goto System Help

Cash Journal Report and Posting

Selection Criteria for Cash Journal Report

Company code **ARK** to

Posting date **07/22/2002** to

Cash journal number **PT07**

Business area to


PRINTER **YPCC your Windows dft printer**

Cash Journal Run Process

Assignment / Invoice Inquiry ☐


Assignment / Invoice Number

Daily Cash Receipt Summary ☐

Create Deposit Slip ☒ 

Create Master Deposit Slip ☐

Deposit Slip Creation Criteria

Cash Journal Deposit Slip ☒ 

GL cleared doc. Deposit Slip ☐

GL cleared documents to

GL uncleared doc. Dep. Slip ☐

ZD GL Deposit Slip ☐

ZD Document Number

Cash journal numbers to

Clearing Summary Report ☐


Clearing Summary Creation Criteria

Cash Journal Clearing Sum. ☒

GL cleared doc. Sum Rpt ☐

GL uncleared doc. Sum Rpt ☐

ZBCJ

1. Enter Cash Journal number, Posting date and AASIS system printer ID. A system printer should be selected to avoid printing problems with forms.
2. Select “Create Deposit Slip” under Cash Journal Run Process.
3. Click Execute icon. 


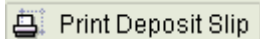
Topic 3-1

Print Deposit Slip Transaction ZBCJ

List Edit Goto Print Deposit Slip System Help
 Cash Journal Report and Posting
 Print Deposit Slip

Report Name : ZFIGLR0001_CASH_JOURNAL Report Ran By: JLDEBUSK				ARKANSAS REVENUE RECEIPTS DEPOSIT (DEPOSIT SLIP)		Page: 1 Date: 08/15/2002
Posting Date = 07/22/2002						
Agency - 0900						
Receipt CJ Fund	Receipt CJ Account	GL Payment Doc. Number	Receipt CJ Amount	Payment CJ Fund	Payment CJ Amount	Document Status
H6A0100	4048014000	1000069	455.77		0.00	Item Posted
Total for 0900			455.77		0.00	

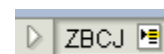
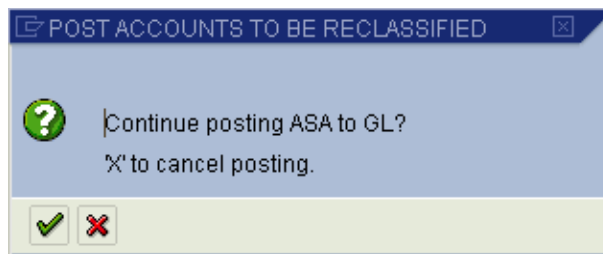
ZBCJ


4. Use magnifying glass icon  or double click on the line to drill into line items if desired.
5. Be sure each line item has a GL Doc Number displayed and indicates "Item Posted" in the Document Status field.
6. Click on Print Deposit Slip button. 

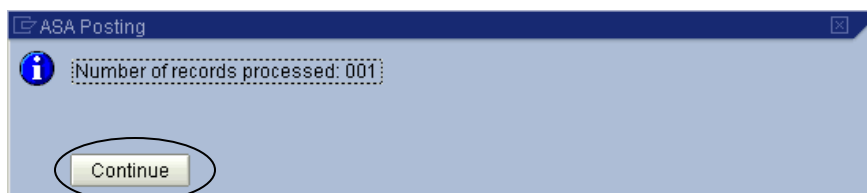
NOTE: A blank GL Payment Doc Number or Document Status field indicates an item was not POSTED in the Cash Journal. Go back to the Cash Journal (FBCJ) and POST all items before printing the deposit slip.

Topic 3-1

Print Deposit Slip Transaction ZBCJ



8. If there are Special Revenues included in the deposit, a message box will display asking if you want to post ASA to G/L. Click on the green check mark. 
9. Click on Continue button to finish deposit.



IMPORTANT:

If a need arises to re-print a deposit slip, the
ASA posting box will pop up again.

CLICK ON THE RED X.

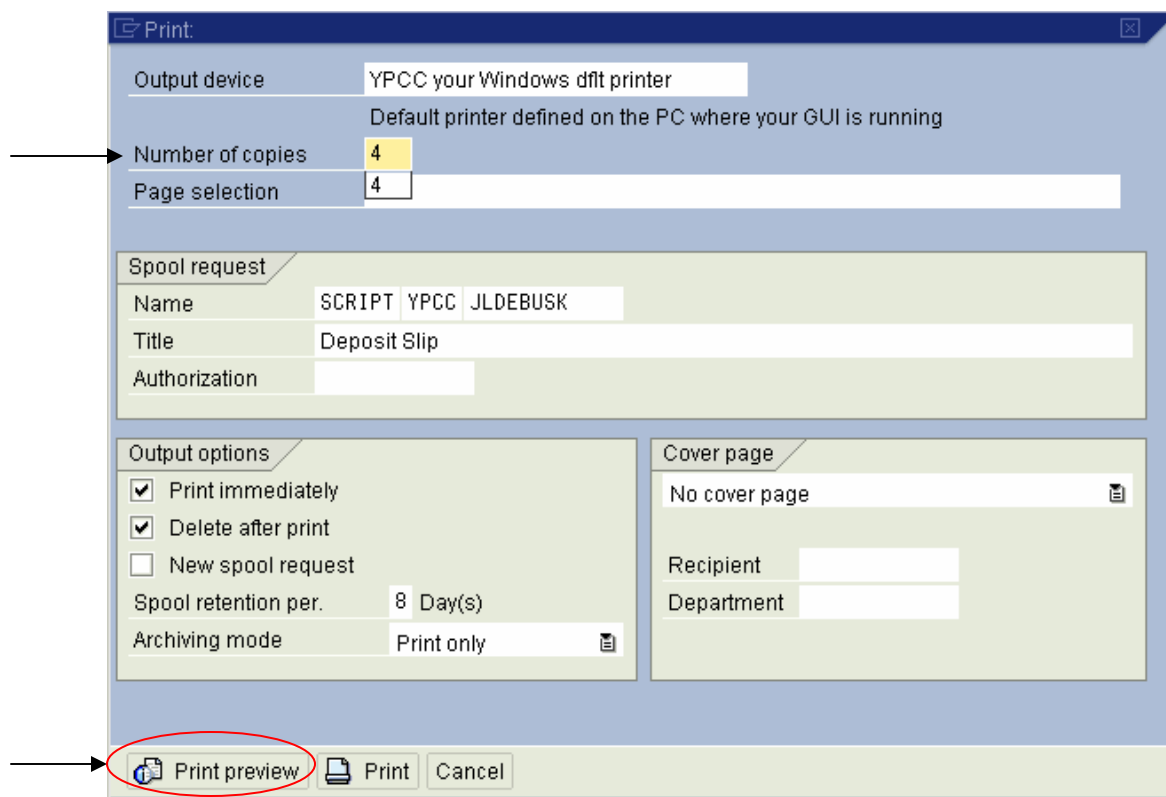


The ASA posting action will create a PARKED ZM document that will be posted at the end of the day by DFA Office of Accounting. Clicking on the green check more than once will create duplicate documents.

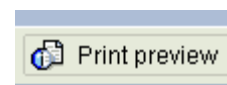
Topic 3-1

Print Deposit Slip


Transaction ZBCJ



9. Enter number of copies desired. Four (4) copies is recommended (3 for Treasury and 1 for the agency).
10. Click on Print Preview button (optional).



Print Preview for YPCC Page 00001 of 00001

ZBCJ 

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Topic 3-1

Print Deposit Slip Transaction ZBCJ

12. Complete the Deposit Composition section of the deposit slip manually. ZBCJ only creates a form. It does not allow for interactive input by the user on the screen.

IMPORTANT:

Once a deposit has been made to the Treasury or a bank account and the amount is accepted, cash journal entries must not be reversed. Corrections must be done as revenue receipt corrections and/or funds transfers.

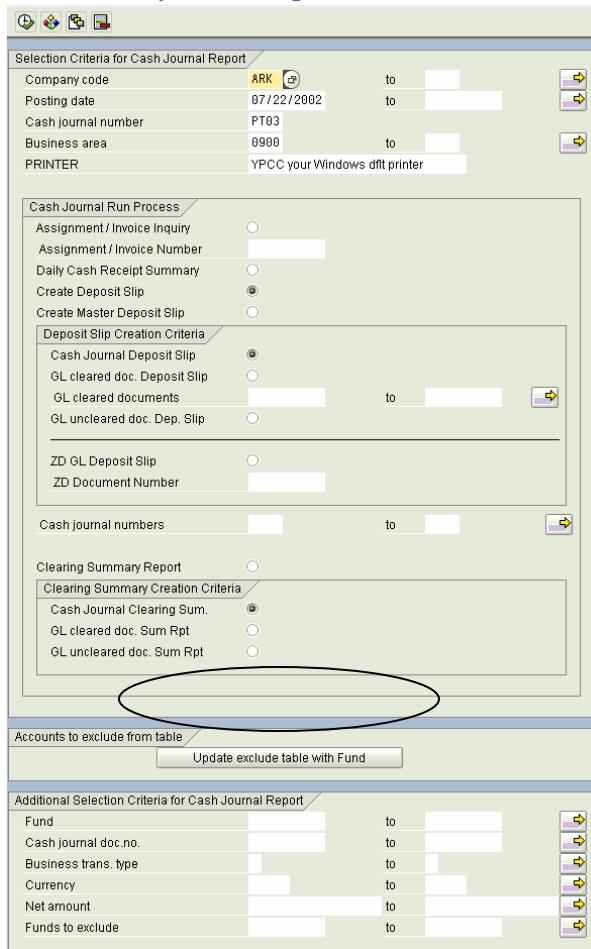
For Refund to Expenditure receipts a Refund to Expenditure Form (obtainable from the DFA website) must be forwarded to DFA Office of Accounting. If Refund to Expenditure is approved, DFA Office of Accounting performs journal entries to reduce the expenditures and restore appropriation.

Topic 3-2

EXCLUDE CASH FUNDS FROM TREASURY DEPOSIT SLIPS

Transaction ZBCJ

Cash Journal Report and Posting



Selection Criteria for Cash Journal Report

Company code: ARK to

Posting date: 07/22/2002 to

Cash journal number: PT03 to

Business area: 0900 to

PRINTER: YPCC your Windows dftt printer

Cash Journal Run Process

Assignment / Invoice Inquiry ☐

Assignment / Invoice Number:

Daily Cash Receipt Summary ☐

Create Deposit Slip ☒

Create Master Deposit Slip ☐

Deposit Slip Creation Criteria

Cash Journal Deposit Slip ☒

GL cleared doc. Deposit Slip ☐

GL cleared documents: to

GL uncleared doc. Dep. Slip ☐

ZD GL Deposit Slip ☐

ZD Document Number:

Cash journal numbers: to

Clearing Summary Report

Clearing Summary Creation Criteria

Cash Journal Clearing Sum. ☒

GL cleared doc. Sum Rpt ☐

GL uncleared doc. Sum Rpt ☐

Accounts to exclude from table

Update exclude table with Fund

Additional Selection Criteria for Cash Journal Report

Fund: to

Cash journal doc.no.: to

Business trans. type: to

Currency: to

Net amount: to

Funds to exclude: to

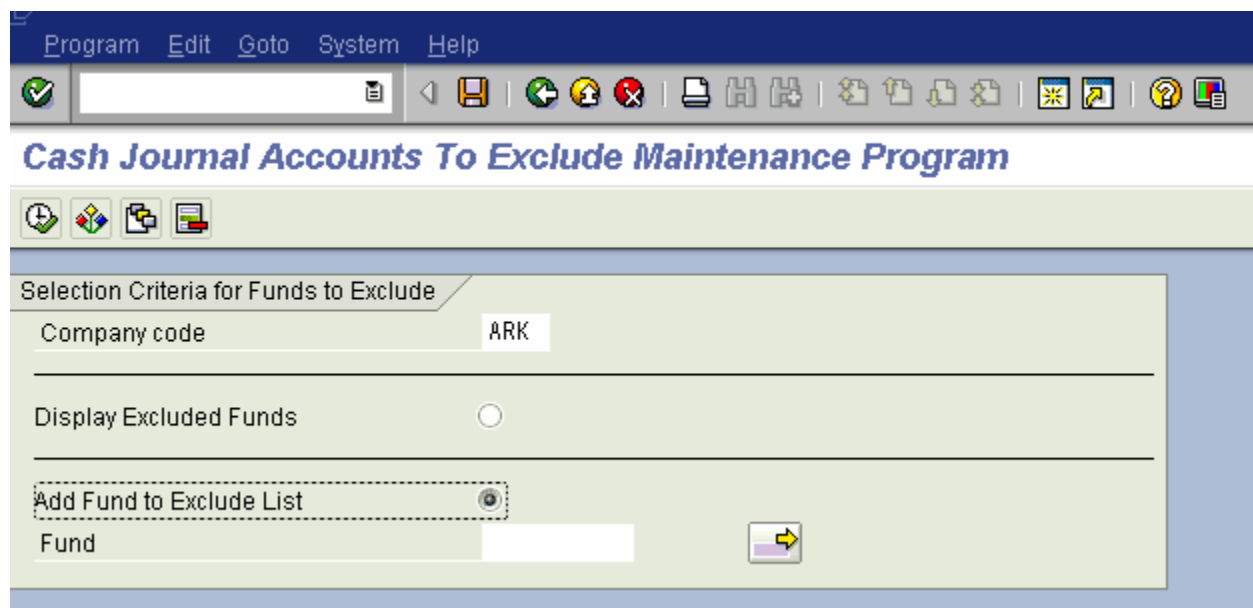
1. Enter Cash Journal number, Posting date and printer.
2. Click on “Update exclude table with Fund”

Update exclude table with Fund

Topic 3-2

EXCLUDE CASH FUNDS FROM TREASURY DEPOSIT SLIPS

Transaction ZBCJ



Program Edit Goto System Help

Cash Journal Accounts To Exclude Maintenance Program


Selection Criteria for Funds to Exclude

Company code

Display Excluded Funds ☐

Add Fund to Exclude List

Fund



3. Select "Add Fund to Exclude List"
4. Enter Fund.
5. Click on Execute icon.

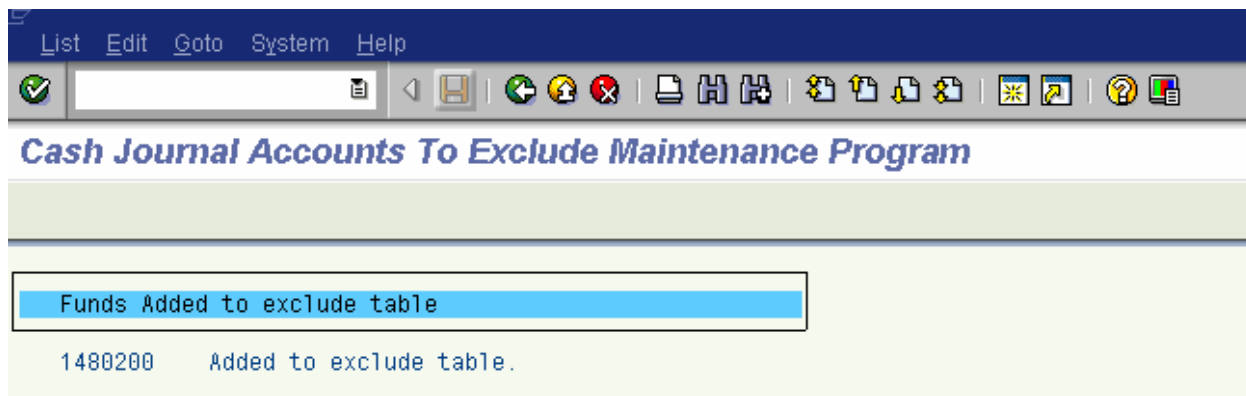




Note: Cash Funds are all numeric characters. Alpha-numeric funds are Treasury funds and should **NOT** be excluded.

Topic 3-2

EXCLUDE CASH FUNDS FROM TREASURY DEPOSIT SLIPS

Transaction ZBCJ



6. Screen appears with the fund code and message that fund was “added to exclude table”. 
7. Use green arrow to return to initial screen of ZBCJ and continue with steps for a deposit. 

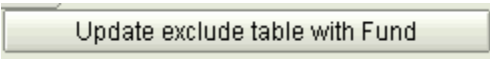
Topic 3-2-1

Deleting a Fund Exclusion

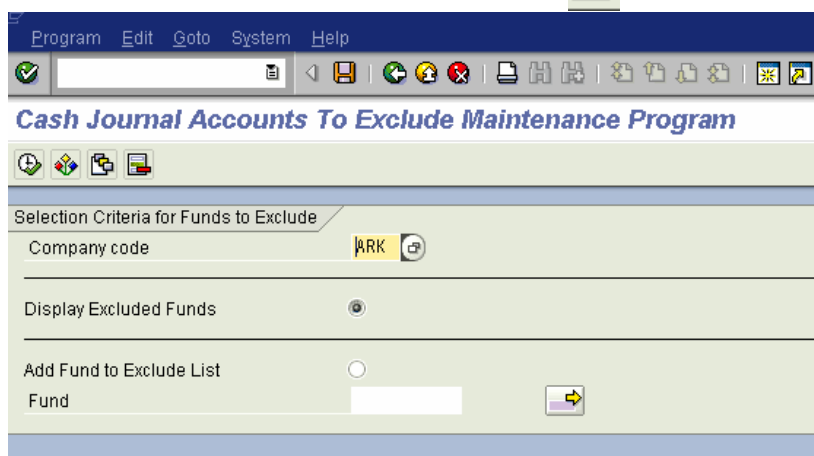
Transaction ZBCJ

Deleting a fund exclusion

If a fund was excluded in error, return to the “Update exclude table with fund” button on initial screen of ZBCJ.

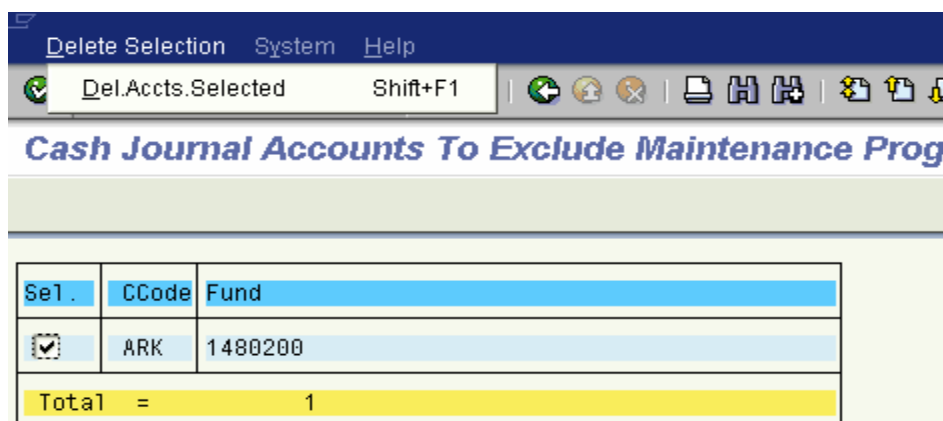


Execute Display Excluded Funds

Select fund from display to no longer be excluded.

Select Delete Selection>Del Accts Selected from the Menu. Fund will be deleted from exclude table.



Sel.	CCode	Fund
<input checked="" type="checkbox"/>	ARK	1480200
Total =		1